



**Shri Shivaji Education Society's,
MAHASATEE ARTS, COMMERCE & SCIENCE
COLLEGE, ULGA, KARWAR**

2022

DEPARTMENT OF ENGLISH



ADD ON CERTIFICATE COURSE IN COMMUNICATION ENGLISH

"The most important thing in communication is hearing what isn't said." - Peter Drucker

Communication is the key to success in any field, whether personal or professional. It helps build trust, understanding, and strong relationships with others. Effective communication can resolve conflicts and improve collaboration.

9/19/2022

ಶ್ರೀ ಶಿವಾಜಿ ಕೆ.ವೈ. ಸಂಸ್ಥೆ
ಮಹಾಶಿವ ಕಲಾ,ಮಂಡಲ, ಹಾಗೂ ವಿಜ್ಞಾನ ವಿಭಾಗದ ಮಹಾವಿದ್ಯಾಲಯ ಕಾರ್ಕಗ,ಕಾರ್ಕಗ-581328
ಇತ್ತೀಚಿನ "ಬಿ" ಮೂಲಕ ಅಧಿಕಾರ
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STUDENT NOTICE

This is to inform all the students of B.A.,B.Com and B.Sc that Department of English is organizing An Add-on certificate programme in "COMMUNICATION SKILLS IN ENGLISH" from the 2nd NOVEMBER-2022.

Interested student should immediately contact Prof.Raghavendra M.Nalk Head of the English Department on or before 30th OCTOBER-2022 for further details in connection with the time or other related matters

Raghavendra
Prof. Raghavendra Nalk

Raghavendra
PRINCIPAL
MARGATECARTI,
COM & SCI. COLLEGE
ULSA, KARKAR 581328

ಶ್ರೀ ಶಿವಾಜಿ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯು

ಮಹಾಶಿವ ಕಲಾ,ವಾಣಿಜ್ಯ ಹಾಗೂ ವಿಜ್ಞಾನ ಮೈಸೂರಿನಿಂದ ಕಾರ್ಯಾಗಾರ,ಆರಂಭಿಸಿದೆ--581328
ಜ್ಯೂನಿಯರ್ "ಲಿ" ವಾರ್ಷಿಕ ಪರೀಕ್ಷೆ

ಇದರಲ್ಲಿ ಭಾಗವಹಿಸಲು

1. 02/11/2022 ರಿಂದ 05/11/2022 ರವರೆಗೆ ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಕಾರ್ಯಾಗಾರಕ್ಕೆ
10.00 ರಿಂದ 12.00 ರವರೆಗೆ ಬರಬೇಕು 581328

2. 06/11/2022 ರಿಂದ 09/11/2022 ರವರೆಗೆ

09.00 ರಿಂದ 12.00 ರವರೆಗೆ ಬರಬೇಕು 581328

DEPARTMENT OF ENGLISH

STUDENT NOTICE

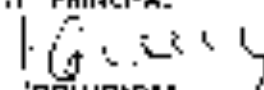
This is to inform all the students who have registered their name for the Add on Certificate course on "COMMUNICATION SKILLS IN ENGLISH" classes will start from 02/11/2022

Add on Certificate course on "COMMUNICATION SKILLS IN ENGLISH" classes will engaged at 4.00pm to 5.00pm on all working days.



HOD

Department of English

PRINCIPAL

PRINCIPAL
MAHABATEE ARTS,
COM & SCI. COLLEGE
107, 4th Phase, 56' 928



ಶ್ರೀ ಕೆಆರ್‌ಐ ಡಿ.ಎಸ್. ಸಂಸ್ಥೆ:

ನಾಡಾಹಾರಿ ಕಾನೂನುಬಾಹಿರವಾಗಿರುವ ವಿಶ್ವವಿದ್ಯಾಲಯ ಮಂಗಳೂರು, ಕಾನ್ಪುಡು-581328

ಇತ್ತೀಚಿನ 'ಬಿ' ಪದವಿಗಳ ಪಠ್ಯಕ್ರಮ

ಇಂಗ್ಲಿಷ್ ಭಾಷೆಯಲ್ಲಿ

ADD-ON CERTIFICATE COURSE IN "COMMUNICATION SKILLS IN ENGLISH"

ಇಂಗ್ಲಿಷ್ ಭಾಷೆಯಲ್ಲಿ

ಇಂಗ್ಲಿಷ್ ಭಾಷೆಯಲ್ಲಿ

ಇಂಗ್ಲಿಷ್ ಭಾಷೆಯಲ್ಲಿ

SYLLABUS FOR ADD-ON CERTIFICATE COURSE IN "COMMUNICATION SKILLS IN ENGLISH"

Unit 1: Communication: An Introduction:

Definition, Nature and Scope of Communication, Importance and Purpose of Communication, Process of Communication, Types of Communication.

Unit-2: Non-Verbal Communication:

• Personal Appearance , Gestures, Postures, Facial Expression, Eye Contacts Body Language(Kinesics), Time language, Silence, Tips for Improving Non-Verbal Communication.

Unit 3: Effective Communication:

Essentials of Effective Communication, Communication Techniques, Barriers to Communication.

Unit 4: Communication Network in an Organization-I

Personal Communication, Internal Operational Communication, External Operational Communication.

Prof. Raghavendra Murthy

PRINCIPAL
MUNASATEE ARTS,
COM & SOC COLLEGE
ULGA, KANAKAL - 581328



ಶ್ರೀ ಸಿದ್ಧಲಿ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯು

ವಿದ್ಯಾರಣಿ ಕಡಲ, ಪಾಣಜಿ, ಹೊಸಕೋಟೆ ವಿಜ್ಞಾನ ಮತ್ತು ವಾಣಿಜ್ಯಾಲಯ ಉಳಿತಾ, ಕಾರ್ನಾಟಕ-581328

ಪ್ರಾಚಾರ್ಯರ 'ಎ' ವರ್ಗಕ್ಕೆ ಸೇರಿದವರು

ಅಧಿಕಾರಿಗಳಿಗೆ ಮಾತ್ರ

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DEPARTMENT OF ENGLISH

List of students enrolled for "COMMUNICATION SKILLS IN ENGLISH"

Add-on Certificate course-2022-23

Sl.No.	Name of the students	CLASS	Signature of the students
1	Monali Yagnath Naik	B.Com II	
2	Miss.Maya Venkatarau	B.A II	
3	Emmanuel Fredie Barretto	B.Com II	
4	Arjun Santosh Murali	B.Com II	
5	Chaitanya Sushil Meeathu	B.Com III	
6	Chinmay Raju Patil	B.Com III	
7	Jesika Sruvay Fernandes	B.A.I	
8	Ankita Santosh Naik	D.A.I	
9	Shrutika Surendra Bandekar	B.Com III	
10	Yashika Anup Gavada	B.SC II	
11	Anita Anuram Talekar	B.SC II	
12	Sri Gopisundar J. Naik	B.A.III	
13	Monika Anoop Naik	B.SL II	
14	Sandhya Shrikar Manjekar	B.SL II	
15	Vaibav Vijay Desai	B.SC II	
16	Pankaj Narasikar	B.SC III	
17	Mrs. Gayatri A. Naik	B.A.III	
18	Vigneshwar Ullas Talekar	B.SC.III	
19	Sushil Sankar Naik	B.SC.III	
20	Shusikha Chaitanya Naik	B.SC.III	
21	Monal Uday Pawar	B.SL.III	
22	Abhiram Anand Naik	B.SC.III	

Prof. Raghavendra Joshi

PRINCIPAL
MAHARATEE ARTS
COM & SCI. COLLEGE
ULGA, KARNATAK - 581328

MAHASATEE ARTS, COMMERCE AND SCIENCE COLLEGE, ULGA, KARWAR (U.K.)

ATTENDANCE REGISTER FOR THE ACADEMIC YEAR 2022 - 2023.

(English) Skills
Communication Skills

SEMESTER: _____

ADD ON CERTIFICATE COURSE

SUBJECT: _____

Admission No.	Roll	Name of the Student	Date																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
01		Manali Manjunath Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
02		Maya Venkataraman	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
03		Emmanuel F. Basello	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
04		Anyan Santosh Minah	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
05		Chetana Santosh Marathe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
06		Omkar Raju Pagi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
07		Jesika Simax Fernandes	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08		Ankita Santosh Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
09		Shrutika S. Bhandekar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10		Yogesh Anil G. Gavade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11		Amit Atmasam Talekar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12		Geetanshree J. Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13		Manali Sandeep Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14		Sankhita D. Manjekar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15		Vishav Vijay Devdas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16		Pankaj Namsekar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17		Gayatri A. Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18		Vigneshwar Talekar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19		Savali Sauri Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20		Shraddha D. Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21		Manoj Uday Pawar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22		Abhishek A. Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Signature of Teacher:
Prof. Raghavendra Naik

PRINCIPAL
Signature of Principal
COM. & SCI. COLLEGE
ULGA, KARWAR - 581 328



Shri Shivaji Education Society's,
MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE,
Ulga, Karwar, Uttar Kannada, Karnataka - 581328
Accredited by NAAC with "B" Grade
Affiliated to Karnataka University Dharwad
ADD-ON COURSE
Conducted by
DEPARTMENT OF ENGLISH
COMMUNICATION SKILLS IN ENGLISH

This is to certify that Mr./Ms Monali Manjunath Naik

Class B.Com-IIIrd satisfactorily completed the course during the year 2022-2023

HOD. ENGLISH

PRINCIPAL

**MAHASATEE ARTS, COMMERCE &
SCIENCE COLLEGE, Ulga, Karwar**



Shri Shivaji Education Society's,
MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE,
Ulga, Karwar, Uttar Kannada, Karnataka - 581328
Accredited by NAAC with "B" Grade
Affiliated to Karnataka University Dharwad
ADD-ON COURSE
Conducted by
DEPARTMENT OF ENGLISH
COMMUNICATION SKILLS IN ENGLISH

This is to certify that Mr./Ms Sanchita. S. Manjrekar.

Class B.Sc - III satisfactorily completed the course during the year 2022-2023

HOD. ENGLISH

PRINCIPAL
MAHASATEE ARTS, COMMERCE &
SCIENCE COLLEGE, Ulga, Karwar